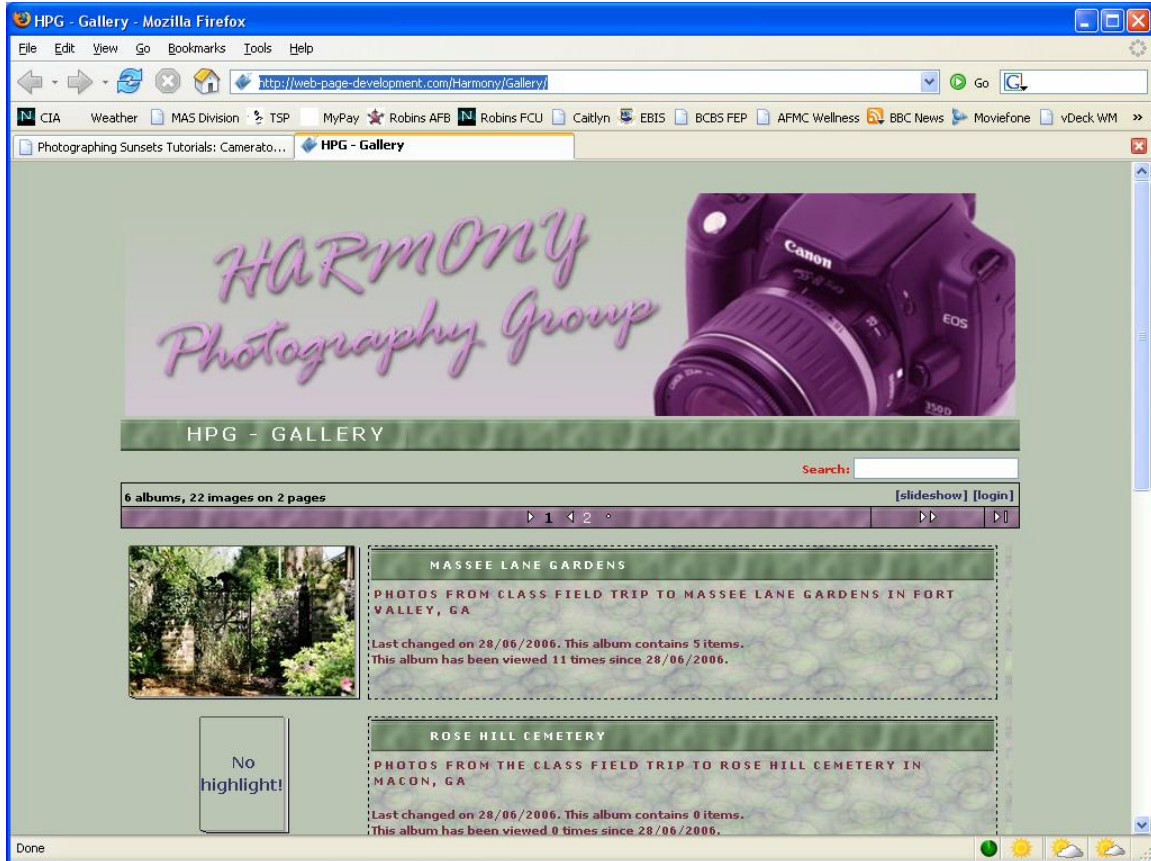


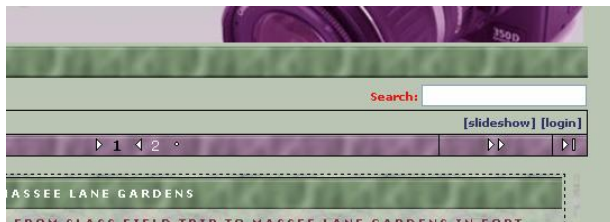
Harmony Photography Group Home Page



Uploading Photos

Once you have received your login information, go to the home page at <http://web-page-development.com/Harmony/Gallery/>

Next click on “login” on the right side near the top

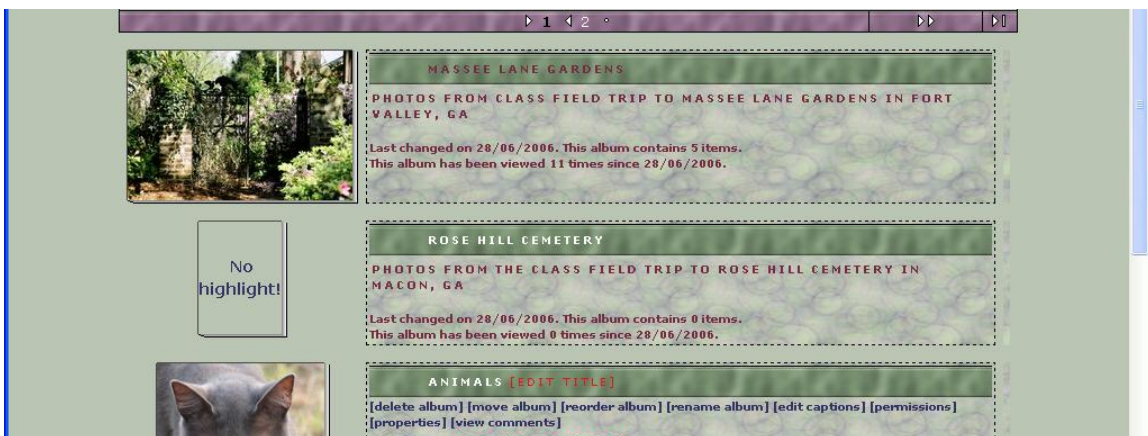


Next, in the popup window (you may have to disable your popup blockers if you have them), type in your username and password and click the “Login” button.




The image shows a login form titled "Login to HPG - Gallery". Below the title, it states "Logging in gives you greater permission to view, create, modify and delete albums." There are two input fields: "Username" and "Password". Below these fields are two buttons: "Login" and "Cancel". At the bottom of the form, there is a section titled "Forgotten your password?" with a "Username" input field.

Now click on the album you wish to upload photos to



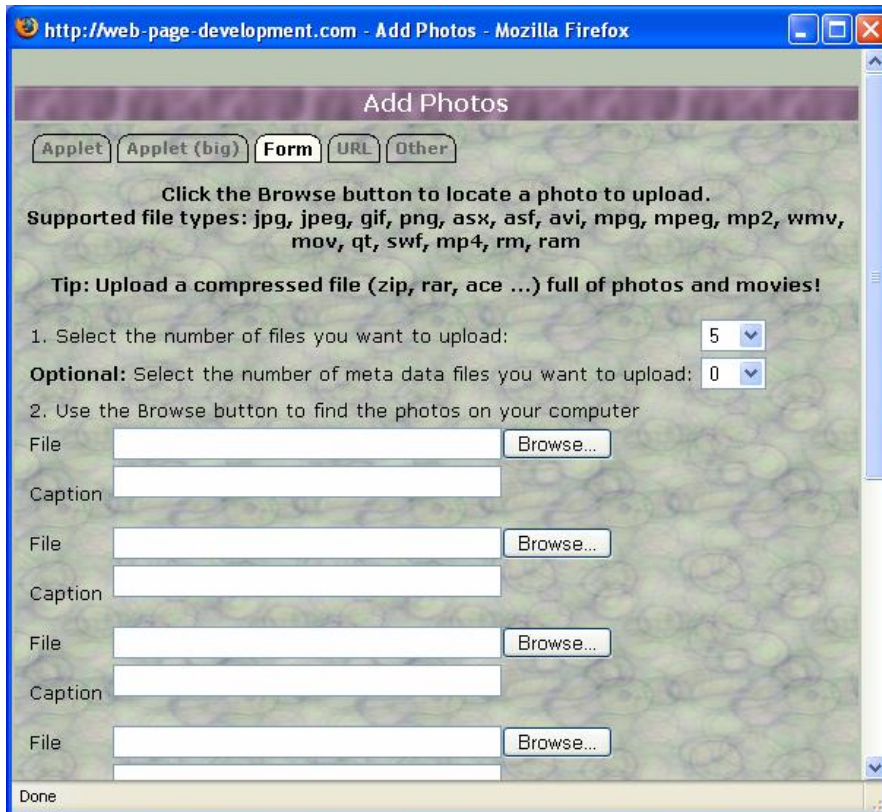
The image shows a gallery page with three album listings. The first listing is "MASSEE LANE GARDENS" with a photo of a garden. The second listing is "ROSE HILL CEMETERY" with a photo of a dog's head. The third listing is "ANIMALS" with a photo of a dog's head. Each listing includes a description, the date it was last changed, and the number of items and views. There is a "No highlight!" button on the left side of the page.

In the album page, next to where you originally clicked “login”, you will see a dropdown box that says “admin options” click that click “add photos”



The image shows the album page for "MASSEE LANE GARDENS". It displays "5 images in this album" and "Logged in as: Alex Haynes". There is a dropdown menu with "admin options" selected, showing options like "add photos" and "new nested album". There are also links for "slideshow" and "logout". The page shows a row of four photo thumbnails.

The Add Photos window will open (you may have to disable your popup blockers if you have them)



For the first box you decide about how many photos you are going to upload (up to 10 at a time is allowed). For more than 10 you have to repeat the process.

Ignore the “**Optional:**” box

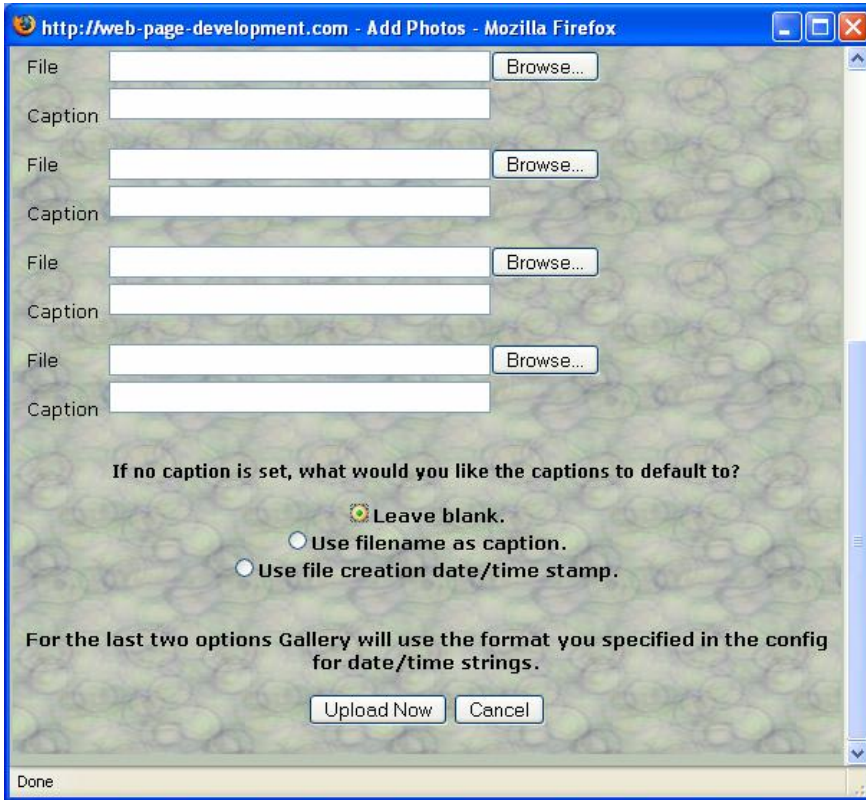
To upload the files select the “Browse...” button and go to the place on your hard drive or CD drive that contains the photo you wish to upload and select it and hit “OK”. That file name should now appear in the white bar next to “File”.

In the “Caption” bar you can type what you want (photo name, taken by ..., etc.)

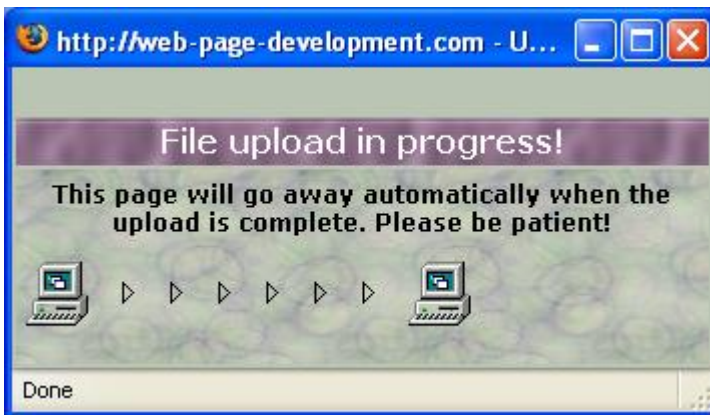
Repeat for each photo you wish to upload.

Do not worry about filling in all the File blocks. If you chose 10 in block 1, but only have 8 to upload, just leave the last two blank.

Once all photos are selected, scroll to the bottom of the window and select the “Leave Blank” radio button and click “Upload Now”



You will see the following



This window will disappear when it has finished uploading. Time is dependent on how many files and how big the files are.

When it is complete you will see a window similar to this...



Simply click the "Dismiss" button

Your photos should now be in the Gallery. I will include more about editing descriptions, etc. later.